



CDP- _____

City of Casa Grande, Development Center, 510 East Florence Blvd., Casa Grande, Arizona 85122

Office: (520) 421-8630 - Fax (520) 421-8631 - Inspection Line: (520) 421-8684

dcpermits@casagrandeaz.gov

www.casagrandeaz.gov

STANDARD PLAN - New Single Family**Provide All Information Fill in All Blanks**Purpose of Work: ☐ New Single Family Residence ☐ Revision to Plans

Building Construction Type: _____ Fire Sprinkler?: _____ Type System: _____ Alarm?: _____

Project Address: _____

Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone No: _____

Parcel No: _____ Use of Building: _____

Legal Description of Property: _____

	Subdivision	Lot #	Block
Setbacks (From Eaves):	Front _____ Left Side _____	Right Side _____ Rear _____	Corner _____

Standard Plan _____ Elevation _____ Finished Floor Elevation _____ P.U.E _____

Building Area: 1st Floor: _____ 2nd Floor: _____ Garage: _____ Carport: _____ Patio: _____

Porch: _____ Total Building Area: _____ Finished Floor Elevation: _____ P.U.E.: _____

Estimated Construction Value \$ _____

Applicant & Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone No: _____

Fax: _____ Email: _____

Contractor: _____

Mailing Address: _____

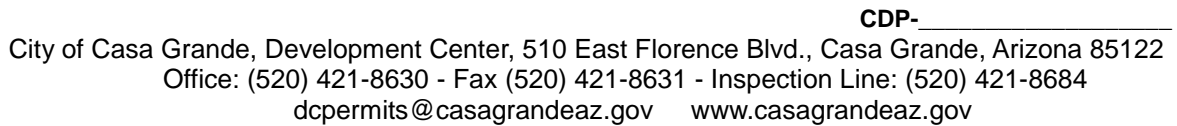
City: _____ State: _____ Zip: _____ Phone No: _____

Contractor's License: _____ City Business License: _____

Describe Work to Be Done: _____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

I understand that a city business license is required to conduct any business at this location.**This application is only for a plan review of a single-family house that will be built in a specific subdivision.****Building permits are required before construction starts on project built from this plan set.**_____
Owner/ Representative Signature_____
Print Name_____
Date**APPLICATION IS VALID FOR 180 DAYS AFTER SUBMITTAL DATE
REVISED 11/1/2015**



Project Type: ☐ New Construction ☐ Addition ☐ Interior Finish Only

Permits cannot be processed without this form first being completed and signed by applicant.

Name of Project: _____

Person Submitting Application (PRINT): _____

Applicant is ☐ Owner/Agent ☐ Contractor/Agent Tel. No. _____ Fax: _____

Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) Site Plans included, drawn to scale (Not required for interior only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plans locate all property lines, setbacks, easements, buffers, and drainage structures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plans locate all existing and proposed buildings or structures, and their footprints
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plans locate all existing and proposed elevated decks, steps, walks, drives, & retaining wall
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plans show no encroachment of any setbacks, easements, or buffers

☐ ☐ ☐ **Building Plans identified with any changes or options from the standard shown**

☐ ☐ ☐

☐ ☐ ☐ Any changed Engineered details are included

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I have received a copy of the completed checklist. Requirements for any missing information have been explained to me.

Applicant Signature: _____ Date: _____

City Use
 Administrative Completeness Review Incomplete & Returned Complete – Review Date

BY: _____ DATE: _____

Over-All Review Timeframes for Building Permits^{1, 7, 8}

Permit Classification	Administrative Completeness Review ²	Substantive Review Stage ³		
		Review of Initial Submittal ^{4, 8}	Review of Resubmittal and Staff Decision to Approve / Deny ^{5, 7, 8}	Over-All Timeframe ^{6, 7, 8}
Commercial – New Construction & Additions	2	30	30	62
Multi-family - New Construction & Additions	2	30	30	62
Commercial Alterations and Tenant Improvements	2	20	20	42
Multi-family Alterations	2	20	20	42
Standard Plan – Single Family	2	20	20	42
Single Family – New, Alterations & Additions	2	20	20	42
Swimming Pool	2	20	20	42
Park Home – New, Alterations & Additions	2	20	20	42
Manufactured Home – Site Plan Review	2	20	20	42
Manufactured Home – Additions & Alterations	2	20	20	42
Demolition	2	20	20	42
Mechanical, Electrical, Plumbing & Low Voltage	2	20	20	42
Solar	2	20	20	42
Fire Dept. Permits	2	20	20	42
Registered Industrial Plant	2	20	20	42
Certificate of Occupancy (Existing Buildings)	2	20	20	42
Industrial Waste Discharge	2	20	20	42
Foundation Only	2	20	20	42
Sign	2	20	20	42
Detached Accessory Structures & Fences	2	20	20	42
Accessory Structure Site Plan Review – NO Building Permit	2	20	20	42
Promotional Sign/Banner	2	10	10	22
Temporary Use	2	10	10	22
Home Occupation	2	10	10	22
Construction Noise	2	10	10	22

1. All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible.
2. Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.
3. Substantive Review timeframes are calculated from date of acceptance of application for Substantive Review, or upon receipt of the submittal of revised plans/reports, to the date of issuance of a comprehensive review letter, or final administrative decision.
4. Review of initial submittal limited to determination of compliance with ordinances, codes, regulations or policy relevant to the specific permit or project application. The review comments on the initial submittal may be amended to address code/policy requirements that City staff failed to include in the first comprehensive review document.
5. Review of resubmittal shall be limited to:
 - a. Addressing 1st review comments that the applicant failed to adequately address in their resubmittal; and/or
 - b. Addressing new review issues arising from modifications the applicant has made to the design and/or technical reports. In this case the City may issue an additional review letter addressing the new design.
6. Over-All Review timeframe is the sum of the Completeness, Initial, and Resubmittal Substantive Review timeframes. The Overall Review Timeframe does not include any time required by the applicant to respond to City review comments
7. If an applicant makes significant changes, alterations, additions, or amendments to an application that are not in response to the request for corrections, the City may make one additional comprehensive written request for corrections. The review for said request shall not exceed 50% of the substantive review timeframe for the specific permit.
8. The applicant and the City may consent to extend the overall review timeframe for complex submittals or other reasons. Said extension shall not exceed 50% of the over-all time frame.

In accordance with the Regulatory Bill of Rights (ARS 9-835) the timeframes for all Building Permit application are provided above. The City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. Additional reviews may be necessary to resolve code/policy compliance issues associated with a permit. Some Building Permit applications may be extra-ordinarily complex or have significant code compliance issues which will take longer to review than the stated timeframes, In such cases the Applicant and the City may agree to an extension of the Substantive Review timeframe; said extension shall not increase the Substantive Review period more than 50% .

Applications formally denied after the completion of the Overall Timeframe are eligible for reapplication to address the code/policy deficiencies that were the basis for the application denial with the payment of a fee equal to 50% of the original Plan Review Fee. Said reapplication shall occur within 90 days of the application denial.

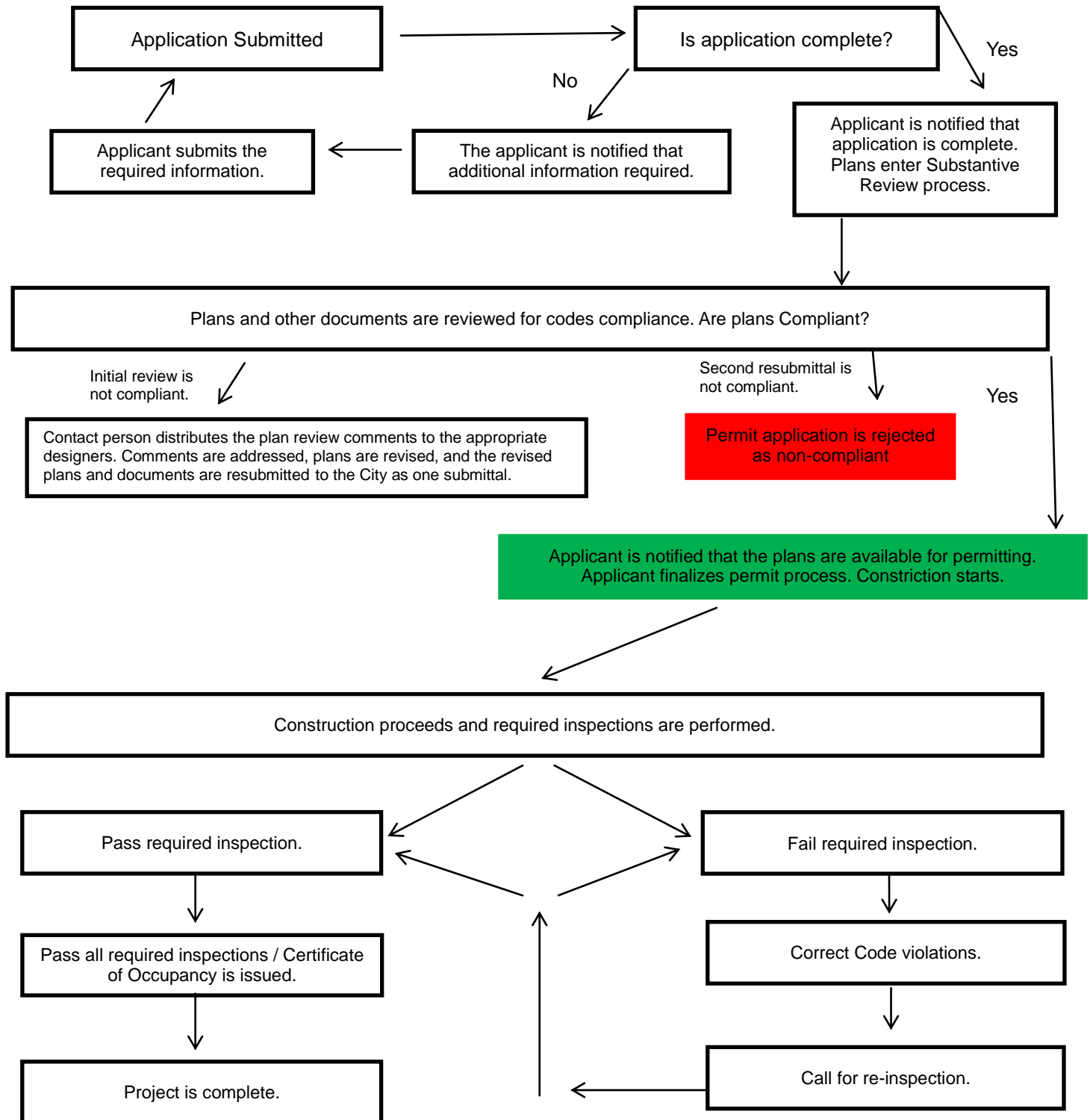
For more information, please contact the Development Center Staff at (520) 426-8630 or dcpermits@cgaz.gov

I hereby consent to an extension of the stated Substantive Review timeframe for a maximum of _____ additional days.

Applicant

Agreed to by City

Completeness Review Process for Building and Engineering Permits



Building Plan Review timeframes are in business days excepting holidays. Please consult the Permit Review Time-line documentation available at the Development Center or on-line at <http://www.casagrandeaz.gov>

Appeal Process for Denied Applications

The first appeal is to the Building Official. Please make your appeal in writing. You must list all of the items you disagree with. Provide Code Sections, sealed engineering opinions, etc. Provide all details that you think adequately support your position to the Building Official with both the original comments & documents and your rebuttal. The Building Official will review all the information presented and base his decision on the requirements of the adopted codes and City ordinances.

If you disagree with the decision of the Building Official you may appeal his decision to the City's Board of Appeals. This board is made up of volunteers from the community. They will hear both positions and may ask questions of either side. The Board cannot wave Code requirements. The Board may make their decision at the meeting. They may also defer their decision to a later date. You will receive the decision of the Board in writing.

If you disagree with the decision of the Board City Administrative Code Section 113.15 allows any person, whether or not a previous party to the appeal, the right to apply to the appropriate court for a writ of Certiorari to correct errors of law. This application for review shall be made in the manner and time required by law following the filing of the decision in the office of the chief administrative officer.